

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
REQUEST TO WORK OVERTIME/ADDITIONAL/COMP HOURS**

PRE-APPROVAL IS REQUIRED

Monthly Pay Periods 16th to 15th

Name: _____ SSN last 4 digits XXX-XX-_____

Budget # to be charged: ____ - 00 - ____ - ____ - ____ 91 Dept. _____

Overtime and non-holiday compensatory* time are computed on the basis of one & one-half (1 1/2) hours of paid compensation or time off for each hour of overtime worked over 40 or 8 hours. Example: Two hours of overtime is equal to 3 hours of paid compensation or time off. "Non-overtime additional" hours relate to employees who work less than 8 hours daily—hours above the normal assignment (example: greater than 4 hours per day, but less than 8 or greater than 20 weekly hours, but less than 40). These "additional" hours are paid as straight time. Please refer to bargaining unit Agreement for details. Complete all areas below.

- **Number of hours expected:** **Expected Completion Date:** **15th**
- District reimbursement by another agency: _____
- **Check one** ***Comp Time** **or** **Paid Time** for compensation of overtime hours

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

VICE PRESIDENT SIGNATURE: _____ DATE: _____

TIME RECORD - COMPLETE THIS SECTION AND SUBMIT TO PAYROLL

- 1) Select comp or paid time beforehand
- 2) Pre-approval before work commences
- 3) After pre-approved hours have been worked, complete this section and forward with signatures to the payroll office
- 4) Report comp time taken on monthly Absence Report.

Dates Worked	Total Hours worked including regular hours	Overtime hours worked over 8 hrs (or 10 if 4-day work week)	Non-overtime add'l hours (less than 8 hr employees ONLY)	Reason for excess hours

Total Hours

***If Compensatory Time-total hrs x 1.5 = EXCEPTION-comp time earned on established holidays-total hrs x 2.5 =**
Report used comp time on the regular monthly absence report form, must use within one year of earned dates.

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

<p>\$ _____ Total monthly salary/173.33 = \$ _____ regular hrly rate If paid non-OT additional hours, x # hours _____ = \$ _____</p> <p>FOR PAYROLL USE ONLY</p> <p>If paid overtime, hourly rate x 1.5 = \$ _____ x # hours _____ = \$ _____</p> <p>Additional with Shift Differential + 5% = \$ _____ x # hours _____ = \$ _____</p> <p align="right">(Paid on _____)</p>
